

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday September 28, 2011 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Bill Tappan, Vice President
Robert Bergman
Jay Salter
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Vice President Bill Tappan, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Jay Salter

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal, Commission Counsel and Shane Stark, Commission Rules Negotiator

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:02 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

Kimm Daniels, General Manager of SLOCEA addressed the Commission and introduced Theresa Schultz as the new field representative for SLOCEA as of September 1, 2011. Theresa Schultz addressed the Commission and expressed that she is in the midst of training with Kimm Daniels and looked forward to working together in the future.

Being that there were no further requests to speak, President Nix closed the public comment period.

3. Reports

Commission President

President Nix reported that at the last Regular Meeting she and Commissioner Tappan were appointed to serve on the RFP panel to select outside Commission Counsel. Since that time, she has been informed that Commissioner Tappan is unable to serve on the panel so she recommended appointing Commissioner Bob Bergman. Commissioner Art Chapman moved to nominate Commissioner Bob Bergman to fill the second position on the RFP panel; Bill Tappan seconded the nomination; the motion carried 5-0-0 to appoint Bob Bergman as a representative for the RFP panel.

Commission Subcommittees

President Nix asked Commissioner Tappan if he had anything to report regarding the CSC Working Group. Commissioner Tappan stated that he was not able to report anything at this time; the first meeting was on September 9, 2011 and the second Working Group meeting was scheduled that afternoon at 2:00 P.M.

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Commission Counsel

Rita Neal addressed the Commission and clarified that she was present for item 5: Job Specification Revisions; she will turn it over to Mr. Stark for item 6: Public Hearing to Ratify CSC Rules as Amended.

Commission Secretary

Commission Calendar

Ms. Douglas-Schatz addressed the Commission and stated the “S” case in DSS is scheduled to begin on October 19, 2011 and is expected to last 4 days (October 19, 20, 26, 27).

Ms. Douglas-Schatz stated the prehearing has not yet occurred for the “W” case in the General Services Agency regarding an appeal of discipline. She further stated that there were not a lot of witnesses involved and 2 days are expected to be sufficient. November 8, 9 were scheduled to hear “W” case A11-003.

President Nix requested Dori Duke, Deputy Director to approach the Commission to discuss further scheduling matters for the pending appeal hearing in the Sheriff’s Department. Dori Duke clarified that the Appellant’s Counsel was unavailable in December; January 18 and 19, 2012 were scheduled to hear case A09-025.

Commissioner Bergman addressed Tami Douglas-Schatz, CSC Secretary regarding the government code section he had requested at the last regular meeting. Ms. Douglas-Schatz referred to Rita Neal, Commission Counsel. Ms. Neal stated that she will email the requested information to Commissioner Bergman containing the government code section.

Tami Douglas-Schatz presented an opportunity for the Commissioners to serve on a panel for an Employee University performance evaluation class. Kimm Daniels has agreed to serve on panel. Art Chapman and Jay Salter offered to serve on the panel for the training program and Jeannie Nix expressed interest as well.

4. Job Class Specifications – Information Only

President Nix clarified with the Commission that no further changes needed to be made to Job Specification Health Education Specialist; accepted as amended.

5. Job Class Specifications –Revised

Mark McKibben, Personnel Analyst addressed the Commission and introduced Guy Savage from the Information Technology Department of the General Services Agency regarding the revised job specification Computer Systems Technician Aide I, II, III. He addressed questions from the Commission regarding the reallocation of the classification as it relates to the confidential status of the position. He stated that the confidential designation becomes non-confidential only when the position becomes vacant. He also clarified the pay differential. Commissioner Chapman made a motion to adopt as written the Computer Systems Technician Aide I, II, III; seconded by Commissioner Bob Bergman.

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Roll Call Vote:

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| President Nix | Yes |
| Commissioner Bergman | Yes |
| Commissioner Chapman | Yes |
| Vice President Tappan | Yes |
| Commissioner Salter | Yes |

The motion carried 5-0-0.

Commissioner Bill Tappan made a motion to approved the revised job specification of Senior Computer Systems Technician as edited; Commissioner Chapman seconded.

Roll Call Vote:

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| President Nix | Yes |
| Commissioner Bergman | Yes |
| Commissioner Chapman | Yes |
| Vice President Tappan | Yes |
| Commissioner Salter | Yes |

The motion carried 5-0-0.

6. Public Hearing to Ratify CSC Rules as Amended

Civil Service Commission Rules Negotiator, Stephen Shane Stark began the ratification process by thanking the Civil Service Commission Clerk Robin Mason, Personnel Analyst Mark McKibben and CSC Secretary Tami Douglas-Schatz for their diligent, polite, professional and competent work during the Rules update process. He also thanked all of the representatives of the labor groups and management for a constructive process with a mutual interchange of views and stated that he appreciated their professionalism. Mr. Stark went on to thank the Commission for their patience during this lengthy process.

Mr. Stark explained to the audience that the CSC agenda packets for today's meeting are the result of many CSC Rules Update Meetings with the representatives from the labor and management groups. He went on to state that there were no objections to the Rule amendments, or any other signed MOU's besides the ones attached from the Human Resources Department and the Department of Social Services management, which implies acceptance of the proposed changes. The Commission's Meet and Confer requirement has been met.

Mr. Stark stated the options were to ratify the rules as amended or defer action or refer back for further negotiations. He recommended that the Commission authorize the Commission Secretary to make non-substantive, grammatical changes during the revision process.

President Nix clarified with Mr. Stark that the rules become effective immediately upon adoption unless the Commission specifies otherwise. Mr. Stark advised the Commission to allow the public to comment on editorial changes or corrections; President Nix opened Public Comment Period on the proposed CSC Rules changes.

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Kimm Daniels, General Manager of SLOCEA addressed the Commission and expressed her appreciation that the process is over and suggested meeting more regularly in order to simplify the process in the future.

Tami Douglas-Schatz pointed out an error on page 51 that should state Correctional “Deputy” instead of Correctional “Officer”; Ms. Douglas-Schatz also expressed her appreciation to all parties involved in the process on behalf of the HR Department.

Susan Hoffman, County Counsel, stated that she echoed Ms. Daniels’ comments and added that the Probationary Rejection appeal section 11.06 on page 6b(19) of the packet should have the word “only” inserted for better clarification. Mr. Stark agreed.

Mark McKibben, Personnel Analyst, addressed page 54 and asked to revisit Commissioner Chapman’s suggestion to add “Special” evaluations as it relates to order of layoffs. Mr. Stark discussed with the group and all decided to scratch “Special” evaluations on page 54 of the Proposed Amended CSC Rules for purposes of layoff order.

Being no further requests by the public to speak, President Nix closed the Public Comment period and stated that she concurred with Ms. Daniels and Ms. Douglas-Schatz and thanked everyone for coming up with a product that is fair to all parties.

Commissioner Bergman acknowledged Art Chapman, Jay Salter and Tricia Gomez for their efforts – they had a big part in drafting the rules.

Commissioner Chapman commented on Tami’s willingness to take on the project, Mark’s expertise and everyone’s cooperation. He further stated, “What made it all come together was Shane Stark – he clearly defined what was necessary and it shows in the result we have today. Everyone had an opportunity to be heard. The purpose was maintained.”

Commissioner Tappan echoed Commissioner Chapman’s comments and thanked all parties for their dedication to the process. He further commented, “Thanks for coming back to CSC with clarity in order to have an understanding of what all representatives wanted based on the meetings. Art and Jay spent a lot of time on this and Tami had the dedication to get it done.”

Commissioner Salter seconded all that was said and moved to adopt the rules as amended effective today, including the changes made today, and authorized staff to make editorial changes; Commissioner Bergman seconded the motion; motion carried 5-0-0.

7. Closed Session (per Government Code Section 54957.6) Conference with Civil Service Commission Rules Negotiator (Shane Stark) regarding 2010-2011 Civil Service Commission rules update.

President Nix confirmed the amended CSC Rules are ratified as of today’s date: September 28, 2011 and that item 7 is no longer needed as a result.

8. Adjournment

Being no further business, the meeting was adjourned by President Nix at 10:05 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*